



## **Wedding Planning Guide**

Wedding Date : \_\_\_\_\_

### **Contact Information**

Bride's Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Parents: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Maid of Honor: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Parents: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Best Man: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Wedding Planner: \_\_\_\_\_

Planner on site for the wedding? \_\_\_\_\_ Cell Number: \_\_\_\_\_

Day of Event Contact (Not the Bride or Groom) \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Information**

Ceremony Location: \_\_\_\_\_

Start Time: \_\_\_\_\_ Estimated End Time: \_\_\_\_\_

Receiving line at ceremony site? \_\_\_\_\_ Approximate number of guests? \_\_\_\_\_

Reception Location: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

On Site Contact: \_\_\_\_\_



**Transportation Information**

Wedding Party Transportation

Type of Vehicle: \_\_\_\_\_ Start Time: \_\_\_\_\_

Groom p/u location: \_\_\_\_\_

Location Phone: \_\_\_\_\_ Number of passengers: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

Bride p/u location: \_\_\_\_\_

Location Phone: \_\_\_\_\_ Number of passengers: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

Picture Stop Location: \_\_\_\_\_

Guest Shuttle Transportation

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Vehicles: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Vehicle #1

1<sup>st</sup> pick up location: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> pick up location: \_\_\_\_\_ Time: \_\_\_\_\_

3<sup>rd</sup> pick up location: \_\_\_\_\_ Time: \_\_\_\_\_

Vehicle #2

1<sup>st</sup> pick up location: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> pick up location: \_\_\_\_\_ Time: \_\_\_\_\_

3<sup>rd</sup> pick up location: \_\_\_\_\_ Time: \_\_\_\_\_

Special Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_